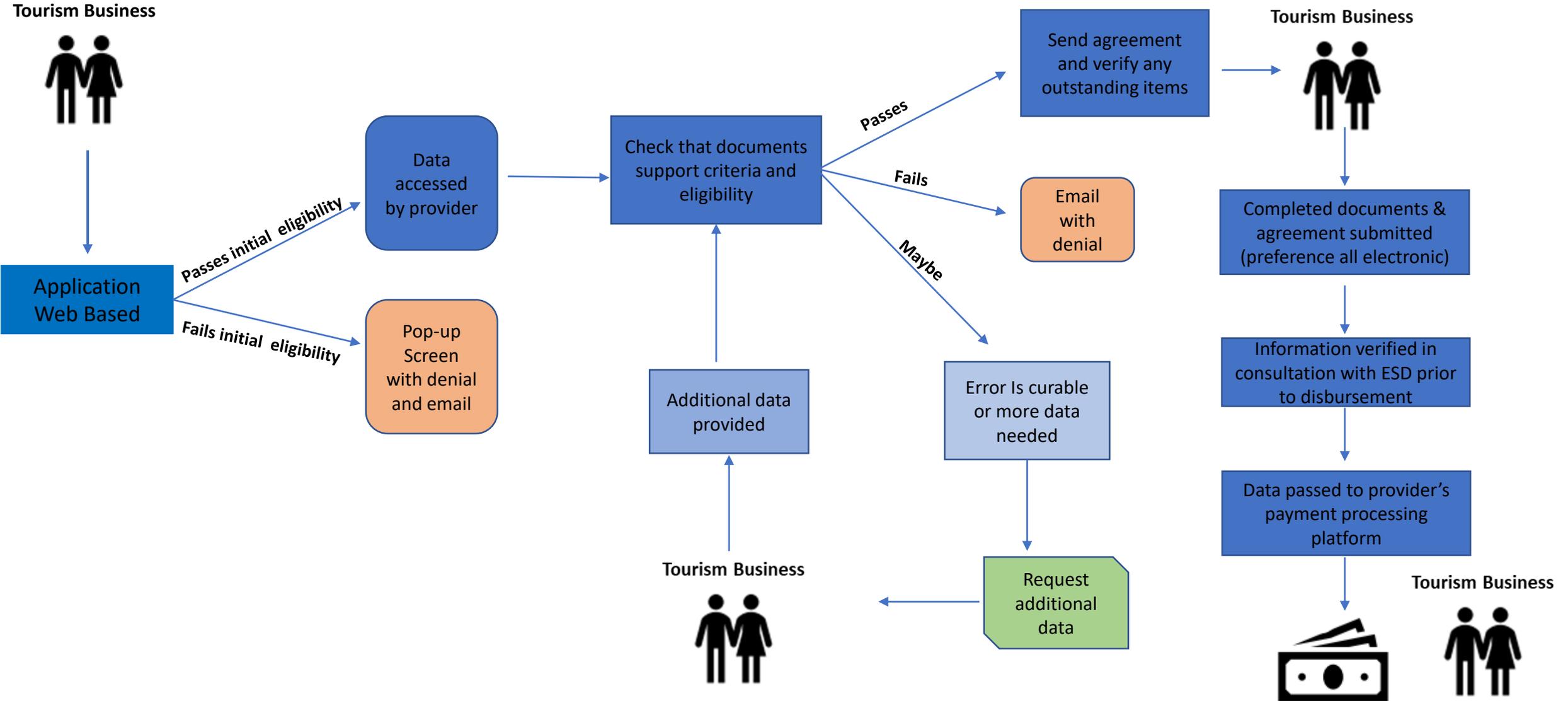


Work Flow: Tourism Return to Work and Meet in New York



Work Flow: Tourism Return to Work

1. **Prescreening Tool:** The Tourism Business completes the prescreening tool created by ESD to determine preliminary eligibility in the program (pass/fail).
2. **Application:** If the Tourism Business passes the prescreening tool, they will be sent an application electronically in early Feb. 2022 by ESD. The Tourism Business will submit the application, including all relevant documentation, to a portal created by ESD.
3. **Review Application:** The Selected Vendor will be provided access to the application portal to review all contents of the applications to determine eligibility based on tax returns, employment information including NYS 45 forms, and other required documentation. This review will also establish the baseline employment number for each Tourism Business, which will be Q4 2021 employment for year-round businesses, and Q1-Q2 2021 employment for seasonal businesses.
4. **Measure Employment Growth:** Eligible Tourism Businesses will submit additional employment information to the application portal following the conclusion of Q2 2022 to establish the number of new jobs created during the growth period – January 1 to June 30, 2022.
5. **Determine Award Amounts:** The Selected Vendor will determine the number of new jobs each Tourism Business created during the growth period (Jan. 1 – June 30, 2022) compared to the baseline employment period (Q4 2021 or Q1-Q2 2021 for seasonal businesses).
6. **Send/Receive Award Agreements:** The Selected Vendor will send and receive award agreements for each eligible Tourism Business that has submitted all required documentation.
7. **Final Verification:** The Selected Vendor will consult with ESD to verify all information and award amounts before payments are made to eligible Tourism Businesses.
8. **Payment:** The Selected Vendor will use the payment platform (created by the Selected Vendor) to make payments directly to the Tourism Businesses.

Work Flow: Meet in New York

1. **Prescreening Tool**: The Tourism Business completes the prescreening tool created by ESD to determine preliminary eligibility in the program (pass/fail).
2. **Application**: If the Tourism Business passes the prescreening tool, they will be sent an application electronically no later than April 2022 by ESD. The Tourism Business will submit the application, including all relevant documentation, to a portal created by ESD.
3. **Review Application**: The Selected Vendor will be provided access to the application portal to review all contents of the applications to determine eligibility based on tax returns, event eligibility documentation, and other required documents.
4. **Determine Award Amounts**: The Selected Vendor will determine the amount that the applicant is eligible for based on discount type: *Conference Center* (up to 75% of the discount granted for qualifying event space rental fees) and/or *Hotel Room Rate Discount* (reimbursed at 50% of the discount granted for room blocks, capped at \$300 or 70% of the average regular room daily rate “rack rate” for the duration of the event, whichever is less) and the award range of \$10,000 minimum per grantee per event and a maximum of \$2,000,000 total grants per grantee (which may include multiple events).
5. **Send/Receive Award Agreements**: The Selected Vendor will send and receive award agreements for each eligible Tourism Business that has submitted all required documentation.
6. **Final Verification**: The Selected Vendor will consult with ESD to verify all information and award amounts before payments are made to eligible Tourism Businesses.
7. **Payment**: The Selected Vendor will use the payment platform (created by the Selected Vendor) to make payments directly to the Tourism Businesses.